

# Accessing the eTrade Document Exchange (eTDE) System INTERNATIONAL (NON-U.S.) USERS including foreign importers Level 1 Access

## Getting Started with the eTDE Application

Access the eTDE Welcome Page on the internet at: <http://www.etde.usda.gov>. The eTDE Welcome Page provides a program overview and gives the user the option to “Login to eTDE” as a registered eAuthentication user, or to create a eAuthentication account and register with eAuthentication at: <http://www.eauth.egov.usda.gov/>.

Each user within a company wishing to access eTDE should follow the following steps of obtaining an eAuthentication account and registering with eTDE as a separate user.

Before creating a eAuthentication account you may want to review the following rules for creating a password. All passwords in eAuthentication must adhere to the following criteria: ***Required Characters***

- 9 to 12 characters long
- Have one uppercase letter (A, B, C, etc.)
- Have one lowercase letter (a, b, c, etc.)
- At least 1 of these characters:  
0 1 2 3 4 5 6  
7 8 9  
! # \$ % = + : ; , ? ~ \* -

## ***Restricted Information (Do Not Use)***

- Dictionary Words
- Profile Information  
Mother's Maiden Name, Date of Birth, PIN, Your Name, Address, Phone Number, Email, etc.
- Your password will expire after 180 days.

## **Definitions:**

Entity – company or organization registered in eTDE

Provider – organization that originates the certificate or document information such as a certified lab, Federal State Inspection Services, or AMS Dairy Grading.

Owner – organization that owns the material to be distributed such as a peanut sheller or dairy consignor

Associate (verb) – to link employee to an entity registered in eTDE

#### STEP ONE:

Navigate on the internet to <http://www.etde.usda.gov>. You will be taken to the eTDE Welcome Page.

#### STEP TWO:

Register with eAuthentication service by clicking on the eAuthentication link towards the bottom of the Welcome Page and following the instructions for creating a level 1 account. Please note that this does not register you with eTDE. Registering with eTDE is a separate activity that will follow.

#### STEP THREE:

Once you have successfully created a Level 1 eAuthentication account, you must send your USERNAME to the eTDE System Administrator at [etdeadmin@usda.gov](mailto:etdeadmin@usda.gov).

#### STEP FOUR:

The System Administrator will approve your access to the eTDE system and notify you by email when access has been granted.

#### STEP FIVE:

Once you are approved for access, navigate once again to <http://www.etde.usda.gov>. Click on 'Login to eTDE' at the bottom of the Welcome Page using your eAuthentication username and password. You will be taken to a registration page.

#### STEP SIX:

Register your company as an entity in eTDE. Complete the eTDE User Registration section. Users have the option to 'Request Entity Registration', which, if approved, will establish a new Entity to which individual Users would 'associate'. The user that establishes an entity will automatically become the Entity Administrator for that entity once the registration is approved by the eTDE System Administrator. The entity administrator will approve additional users that register with the same entity. If the User's Entity has already been established the User may 'Request Entity Association' by selecting the Entity Name listed on the Profile Page. (See Application User Guide for further details).

You will receive an email notification when the System Administrator has approved your eTDE registration request.

The Associated User now has access to the eTDE Home Page and the capability to access documents and certificates for which their Entity is the Document Provider, Document Owner, and/or access have been granted by the Document Owner.

**Note:** Access to Trade Documents and Certificates is based on the designation of Document Provider, Document Owner, and/or a Document User that has been granted access by the Document Owner.

**Note:** Users may have to disable pop ups in order to prevent “linkage not found” errors while navigating the eTDE system. If pop ups are allowed and a survey request comes up respond ‘NO’ to the request. If ‘page not found’ error occurs simply refresh page.

**Note:** Additional help can be obtained by emailing the System Administrator at [etdeadmin@usda.gov](mailto:etdeadmin@usda.gov).